

**CDBG**  
**Small Cities Program**

**Small Cities Bulletin**  
**Bulletin Number: 2008-003**

**To:** Small Cities Grantees  
**Date:** 4/23/2008  
**From:** Lawrence Lusardi, Executive Director,  
Office of Municipal Development

**Subject:** "Successful Administration of the Community  
Development Block Grant Program".

The Department of Economic and Community Development in conjunction with the Council of State Community Development Agencies (COSCDA) and the U.S. Department of Housing and Urban Development (HUD) is holding a CDBG Training for Small Cities eligible communities: "Successful Administration of the Community Development Block Grant Program". The Training will consist of a national pilot training program for CDBG eligible communities, Chief Elected Official's, Town Mangers, town staff and consultants.

- Part 1. Consists of one day of "Successful Administration of the Community Development Block Grant Program" training for all municipal CEO's.
- Part 2. Consists of three days of "Successful Administration of the Community Development Block Grant Program" training for community development administrators, financial staff and consultants in eligible Small Cities communities.

The Training will be held June 10, 2008 for CEO's and June 11-13, 2008 at the Training Center from 8:30-4:00.

Lunch will be available for a reasonable cost. Please register with Marilyn Taylor.

**Dates:** June 10-13, 2008

**Location:** Rensselaer Training Center,  
275 Windsor Street, Hartford, Connecticut

To register: Contact Marilyn Taylor, 505 Hudson Street, Hartford, CT 06106, at [www.marilyn.taylor@ct.gov](mailto:www.marilyn.taylor@ct.gov)

Please contact Veronica Hunter at 860.270.8236 for further information concerning this bulletin.

## **DRAFT SCHEDULE: ONE DAY LOCAL OFFICIAL WORKSHOP**

### **Morning:**

9:00 Intro and overview of workshop (Marcia Will Play Role of State)

9:10 Program overview (Trainers will give examples of what they would say)

9:25 Roles and Responsibilities / grant agreement (Kathleen)

*ASSA Agreement*  
*Subsequent Agreement*

10:00 National Objectives (Steve Charleston)  
/ Elig/  
Method of Distribution

10:30 break

10:45 Citizen Participation (Marti)

11:05 Procurement/conflict of interest (Steve)

11:50 Non discrimination and Fair housing (Marti)

### **Afternoon**

12:15 Lunch

1:30 Environmental review (Kathleen)

2:00 Labor standards (Steve Charleston)

2:30 LBP (if state has Housing program) (Marti Wilson)

2:45 Break

3:00 URA (Marti Wilson)

3:30 Financial management and single audit (Steve Charleston)

4:00 Reporting and Monitoring (Kathleen State)

4:30 Recordkeeping and close-out (Kathleen)

4:45 Questions and wrap up

5:00 Adjourn

## **DRAFT SCHEDULE: THREE DAY GRANT ADMINISTRATOR WORKSHOP**

### **Day 1**

#### **Morning:**

- 9:00 Intro and overview of workshop (State)
- 9:15 CDBG Program overview/State Program Overview/Method of Distribution (State)
- 10:15 Roles and Responsibilities / grant agreement (Kathleen)
- 11:45 Review/Questions

#### **Afternoon**

- 12 :00 Lunch
- 1:15 National Objectives (Steve)
- 1:45 Eligibility (Steve)
- 2::45 Break
- 3:00 Survey Methodology and exercise (Steve)
- 4:00 Review Quiz/exercise
- 4:30 Q and A

### **Day 2**

#### **Morning:**

- 9:00 Citizen Participation (Marti)
- 9:30 Procurement/conflict of interest (Kathleen)
- 10:30 break
- 10:45 Procurement cont'd
- 11:30 Non discrimination and fair housing (Marti)

#### **Afternoon**

12:00 Lunch  
1:15 Environmental Review (Kathleen)  
2:30 Exercise  
3:00 LBP(if state has housing program) (Marti)  
3:30 break  
3:45 URA (Marti)  
4:30 Review quiz and q and a  
5:00 Adjourn

### **Day 3**

#### **Morning:**

9:00 Labor standards (Steve)  
10:15 break  
10:30 Labor Standards cont'd (exercise)  
11:15 Financial management (Steve)

#### **Afternoon**

12:00 Lunch  
1:15 Financial management cont'd  
2:00 Reporting and Monitoring (Kathleen)  
3:00 Break  
3:15 Recordkeeping and closeout (Kathleen)  
4:00 Project management tips  
4:30 Review quiz/wrap up  
5:00 Adjourn